

Request for use of Hall Facilities Only

In consideration of a donation in the amount of _____ plus a \$250 security deposit, Columbian Club of Rochelle Park (henceforth known as CCRP) will allow the use of the CCRP Hall.. Full payment in cash ONE WEEK PRIOR to the event. If booking is within 2 weeks of date of use payment must be in cash. Allowable set up times are 1 hour prior for Lower Hall and 2 hours/ Upper Hall. Additional set up time is \$50 per additional hour if available.

Date of use _____ # of people _____ between the hours of _____ and _____. If a DJ or band is used their set up and close out time is included in the hours of use. Premise to be vacated at indicated time but no later than Midnight. Any deviation from this and the user will incur a Negotiated charge of no less than \$100 for the first hour or part thereof. Also note that the posted maximum capacity of the hall may not be exceeded.

Included in the use of the hall will be an ice machine, refrigerator, tables, chairs, breakdown of tables and chairs and clean up after the event. User must provide all food and plates, cups, utensils, etc. The user must provide table covers (table sizes: 60 inch round plus several rectangular 30 by 96). User is responsible for set up of tables and chairs. Nothing may be taped, stapled or tacked onto the walls or tables. The user must remove all food & personal items immediately following the event. CCRP is not responsible for any articles left, lost or stolen from user or guest before, during or after the event or for any injuries or damages resulting from the event which takes place in the CCRP facilities during the above indicated use.

After the party an inspection will be made by the CCRP security/bartender and if damages or losses exist, the security deposit will be retained until repair or final settlement is reached. If there is no damage, the security deposit will be refunded within 2 weeks of the date of use.

There is NO cooking in the facility, hot boxes are provided. The user must comply with all Federal, State and local laws including ABC (Alcoholic Beverage Control) regulations. Smoke machines, candles, table confetti and thrown confetti are specifically prohibited. Emergency exit doors must remain closed, clear and accessible at all times. Any false activation of the fire alarm caused by, but not limited to, smoke or manual activation, will result in the user's security deposit being reduced by a minimum of \$100 or the actual cost of fines and repairs incurred.

If the fire alarm goes off (loud noise/flashing lights) EVERYONE MUST VACATE THE BUILDING immediately and await the arrival of the fire department. The fine for non-compliance may be up to a \$500 and we will hold you responsible.

This agreement includes the use of the hall, hall bathrooms, (kitchen if additional donation is made) and parking as available that day. Should Kitchen access be granted, the deposit shall be forfeited unless satisfactorily clean. By no means is use of the grounds, "members only" bar or the parking lot included in the agreement. Should guests be found playing, congregating, etc. in these places and refuse to return to the hall, the event will be terminated and all funds including the security deposit be forfeited. All set up garbage is to be removed BEFORE the start of the party or a \$25fee will be applied.

This agreement is binding on both parties. A minimum deposit of _____ is required. If cancelled the deposit will not be refunded. The CCRP shall not be held liable for any Acts of God or other force majeure that affect occupation of the facility.

User Name _____ Street address _____

City, State, Zip _____ Phone # _____

Hall Use Amount:	\$	Deposit Received:		Date Paid:	
SPECIAL EVENT DEPOSIT	\$500.00				
Security Deposit:	\$250.00	Balance Due:		Date Paid:	
TOTAL DUE:	\$				

Signature _____ Date _____

Committee Member Signature _____ Date _____

ADDENDUM TO EVENT RENTAL AGREEMENT

Renter: _____

Event Rental Date: _____

Facility Address: 235 Rochelle Avenue Rochelle Park, NJ 07662

Purpose/Description of Event: _____

KNIGHTS OF COLUMBUS TRADEMARKS AND SERVICE MARKS.

Renter may only identify the location of the event by using the address of the Facility as set forth above. Renter shall not use or display registered and unregistered trademarks and service marks of Knights of Columbus, including, without limitation, its name, logos, and emblems (collectively “Marks”), in any way, including, but not limited to, in the promotion of the Renter’s event or on any website and/or in social media.

MISREPRESENTATION. Renter attests, represents and warrants that it has, at all times, honestly and accurately described its intended purpose and use of CCRP’s Facility for the event to a duly authorized representative of CCRP and as set out above. If Renter engages in any dishonesty, misrepresentation, deception, or misleading conduct in connection with its rental of CCRP’s Facility, or fails to comply with any of the terms herein, **CCRP may terminate this Agreement at any time without prior notice and retain Renter’s security deposit.** The rights, powers and remedies of CCRP are in addition to, and not in substitution of, that which may be available to CCRP. Failure by CCRP to exercise any of its rights, powers and remedies hereunder, or its delay to do so, does not constitute a waiver.

For the purposes of the Rental Agreement and this Addendum, “Renter” includes the undersigned Renter as well as its employees, agents, invitees or any other person who may be at CCRP’s Facility for the purposes of the Event. If there is any inconsistency between the provisions of this Addendum and the Rental Agreement, the terms in this Addendum will govern.

CORPORATION:

Columbian Club of Rochelle Park



By: _____

Committee Member Signature

Name: _____

Printed Name Committee Member

Title: _____

Date: _____

RENTER:



Name of Renter

By: _____

Signature

Name: _____

Printed Name of Renter

Title: _____

Date: _____